



WARREN COUNTY JOB APPLICATION ACCEPTANCE NOTICE

County Administrator

Job Posting: March 3, 2016

Closing Date: 5:00 p.m. April 7, 2016

Position Available:

Warren County is accepting applications from candidates for the position of County Administrator. This is a full time position.

Powers and Duties of the County Administrator:

The County Administrator is responsible for the overall administration of County Government and provides and coordinates staff services to the Board of Supervisors, Chairman of the Board and its Committees. The County Administrator performs all the duties now and hereafter conferred or imposed upon the office by law and directed by the Board of Supervisors and has all powers and performs all the duties necessarily implied or incidental thereto. Among such powers and duties, but not by way of limitation, are:

- (a) serve as an advisor to the Board of Supervisors and develop policy and procedural recommendations for consideration of the Board;
- (b) undertake research and submit to the Board of Supervisors reports and recommendations regarding governmental operations and projects or activities undertaken or proposed to be undertaken by the Board as he or she may deem appropriate or the Board of Supervisors may require, and provide such assistance to the Board and its Committees as may be requested by the Board;
- (c) work with the Budget Officer to develop and recommend a budget program that includes both long-range capital budgeting, debt issuance and repayment and annual operating capital budgets under the direction of the Board of Supervisors;
- (d) monitor the report on the impact of Federal and State changes that affect County Finances;
- (e) determine and report to the Board of Supervisors the financial and budgetary impact of proposed County directives, projects and policies;
- (f) execute and enforce all local laws, legalizing acts, ordinances, resolutions, programs and policies of the Board of Supervisors, and all other acts required by operation of law;
- (g) promulgate administrative directions and/or procedures implementing the provisions of the acts and resolutions of the Board of Supervisors;
- (h) determine in consultation with the Chairman of the Board, what officer shall perform a particular duty not clearly defined by law;

- (i) serve as liaison between the Board and the boards, commissions, and advisory committees established by the Board of Supervisors;
- (j) maintain liaison and represent the Board in contacts with the Office of County Treasurer, County Clerk, and Sheriff and with political subdivisions, State and Federal officials and agencies;
- (k) make recommendations for appointments by the Board of Supervisors for all non-elected heads of units of County Government;
- (l) to the extent not provided for by law, prescribe methods of accounting procedures for the County and its administrative agencies as he or she may deem necessary;
- (m) have oversight of all contracts, purchase orders, and other documents by which the County incurs financial obligations and oversight of whether moneys have been duly appropriated or provided for and allotted to meet such obligations and will be available when such obligations shall become due and payable;
- (n) prescribe the form of receipts, vouchers, bills or claims to be filed by all administrative agencies, departments, offices or officials, institutions, and other agencies of the County;
- (o) advise Buildings and Insurance Committee relating to placement of all County insurance which shall be deemed necessary with the business and property of the County within appropriations set by the Board of Supervisors;
- (p) provide for the administration of supporting services and facilities for the various units of County Government, including the supervision of central reproduction, mail room, and telephone and information technology operations;
- (q) lead and/or participate in the conduct of collective negotiations with organized employee representatives;
- (r) appoint such assistants within the office as may be authorized by the Board of Supervisors;
- (s) have oversight, provide direction, evaluate and assess the operations, procedures, goals and objectives of the various County Departments such that their activities and operations are consistent with County general and specific directives, policies and goals and objectives and, from time to time as may be appropriate, report to the Board of Supervisors concerning the same;
- (t) administer County fiscal affairs involving the several departments and agencies of county government, including approving interfund transfers and providing information by appropriate budgetary controls and the efficient and economical management of appropriated funds;
- (u) have oversight and provide direction with County personnel matters and policies; and
- (v) have such other powers and perform such other duties as may now or hereafter be conferred or imposed upon him or her by the Board of Supervisors.

Appointment and Qualifications:

The County Administrator is appointed by the Board of Supervisors and serves at the pleasure of the Board. At the time of appointment, the County Administrator should possess a Juris Doctorate Degree, Masters in Business Administration or Masters in Public Administration and have at least five years experience as a County Department Head, County Attorney or equivalent experience in Federal, State, local government or private sector comparable position, or may have such other comparable educational training or professional experience or a combination thereof, and shall be appointed on the basis of these and such other qualifications as may be required for the responsibilities of the office.

New York State Civil Service Statutory:

Position will be filled based upon Civil Service requirements.

TO APPLY

To apply, please submit a cover letter, resume, completed county application form (can be found on the Warren County website at <http://www.co.warren.ny.us/civilservice/app.pdf>) and provide three (3) letters of reference relevant to work history and experience. Please mail or deliver original documents to:

Jackie Figueroa, Human Resources Director, Warren County Municipal Center, 1340 State Rte. 9, Lake George, New York 12845.

Application deadline is 5:00 pm. April 7, 2016.

Warren County is an Equal Opportunity Employer.